



DEPARTMENT OF ADMINISTRATIVE SERVICES
Milwaukee County

March 13, 2012

To All Interested Consultants

Project : South Shore Beach Relocation Study

Project No.: P190-12603

Subject : REQUEST FOR PROPOSAL (R.F.P.)

The Milwaukee County Department of Parks, Recreation and Culture (Parks) and Department of Administrative Service, Architecture, Engineering and Environmental Services Section (AE&ES) are requesting a proposal to provide professional engineering services for a study to investigate relocating the South Shore Beach. The beach is located at South Shore Park, which is located along the Lake Michigan shoreline in the City of Milwaukee. See Attachment 1 for a project location map.

I. BACKGROUND AND GENERAL PROJECT DESCRIPTION

At it's current location, the South Shore Beach has been closed numerous times over the past years due to water quality issues. It is believed that the water quality problems are caused, in part, by the presence of seagulls and geese. Efforts have been made to reduce the amount of contaminated runoff from the surface of the adjacent parking lot by installing a trench drain to intercept runoff, a storm treat facility and a rain garden. However, water quality problems remain an issue.

The beach is presently located at the northern end of South Shore Park, adjacent to the County's boat launch ramp and the swing mooring field which is protected by an offshore breakwater. See Attachment 1. The location of the beach may also be contributing to the water quality problem. A gap in the offshore breakwater allows significant wave energy to enter the safe harbor area. The current beach location is north of the gap in the breakwater where there are no additional openings in the breakwater. The wave energy tends to stagnate the water near the beach and limits turnover of fresh water.

The County is soliciting a study to investigate the effects of relocating the beach immediately south of the existing stone jetty. The area directly south of the stone jetty is comprised of tunnel boring material (TBM). The wave energy south of the jetty is sufficiently strong to move the

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PHONE NUMBER: - Architecture Engineering & Environmental Services 278-4861
FAX NUMBER: - Architecture Engineering & Environmental Services 223-1366

TBM material around. Recognizing that the TBM material must be replaced or covered with sand suitable for a swimming beach, and recognizing that sand will be less stable than the TBM and must, in some way, be made to stay in its placed location, Milwaukee County requests the following proposal. The proposal should address the key issues of cost, constructibility, sediment transport, beach maintenance, and water quality. The following tasks are requested that will provide a safe, stable beach with good water quality:

- Three preliminary concept alternatives
- Grain-size analyses as required for study
- Sediment transport and water quality input
- Refine concept alternatives
- Meet with County staff
- Hold a public information meeting
- Prepare Conceptual Design Report

WATER QUALITY AND NAVIGATION

Sediment transport and water quality analyses are critical to the final design of any stable beach. An emphasis is placed on having sustainable water quality at the new beach location. Additionally, structures proposed to aid in stabilizing the relocated beach must not hinder or complicate the water quality issue to the north at the existing beach location. Consideration must be given to limiting impacts to navigation that may be caused by proposed off-shore structures.

SUSTAINABLE DESIGN CONSIDERATIONS

Sustainable design shall be incorporated into the project and to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project. Documentation requirements shall also be written into the contract documents where applicable.

As part of your proposal, provide examples of which elements of LEED you would consider applicable and appropriate for this project. Limit this to items related to construction and exclude operational plans. Evaluate sustainable design alternatives, where applicable, to determine the feasibility of incorporating the alternatives into the project. The evaluation shall include a comparison of construction costs, annual operating costs, and other non-fiscal benefits of each option considered. In your cost proposal, break out any additional analyses required to evaluate and design these elements. Describe how these analyses will affect the project schedule. work to the consultant's contract.

BUDGET

The adopted 2011 Capital Improvement Budget establishes a budget OF \$80,000 for County staff involvement and consultant efforts. The County may pursue implementation of the beach relocation at some point subject to adoption of a future budget allocation for construction. A

consultant will be hired initially to complete this study. The County may, but will not be obligated to, extend the consultant agreement for any future phase. The County reserves the right to hire a different consultant for the next phase at its discretion.

II. SCOPE OF CONSULTANT SERVICES

The successful consultant shall complete the study per the standard terms and conditions of the Milwaukee County Department of Public Works Stipulated Sum (Lump Sum) Standard Prime Consultant Agreement (Type D) (copy of the agreement is available at website <http://county.milwaukee.gov/ConstructionBidsandR23075.htm>). These efforts shall be consistent with the County's goals and budget for the South Shore Beach Relocation Study. The selected consultant shall have overall coordination and scheduling responsibilities for all aspects of the study.

A. GENERAL REQUIREMENTS

1. Perform geotechnical grain size analysis and provide geotechnical design parameters for all study efforts.
2. Perform topographic field survey and bathymetric survey as needed.
3. Provide agency coordination for all plan reviews and permits required (Wisconsin Department of Natural Resources (WDNR), US Army Corps of Engineers, Coast Guard, etc.) to understand the permitting implications for the studied alternatives.
4. Schedule, attend and facilitate a project design kickoff meeting. The consultant shall be prepared to attend periodic meetings to review the project status with their design team, the County's project team and other invitees as necessary to address planning issues.
5. Schedule and hold a minimum of one (1) public information meeting to seek input for the alternatives to be studied.
6. Provide modeling of the beach alternatives to fully understand beach stability and water quality for the alternatives studied.
7. Complete all Basic Services as described in Article 3 of the consultant agreement.
8. Complete schematic design plans, cost estimates and a report for the studies beach relocation alternatives.

9. Submit six (6) copies of draft and final reports for review and comments as the study progresses.

B. QUALITY CONTROL

1. County policy requires Milwaukee County AE&ES to monitor and track quality control on design/study projects.
2. AE&ES DPW will track, categorize and identify reasons for changes to the bid documents during construction. It is expected that the quality control procedures as practiced by the consultants will result in minimal changes due to contract document omissions, errors, and coordination problems.
3. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the bidding documents prepared by the consultant.

C. PROJECT TIMETABLE

- | | |
|---------------------|---|
| 1. March 12, 2012 | Request for Proposal (RFP) advertised and mailed to prospective consultants |
| 2. April 13, 2012 | RFP due |
| 3. April 20, 2012 | Selection Committee reviews proposals and prepares short list |
| 4. April 24, 2012 | Selection Committee interviews consultants (if necessary) |
| 5. May 2, 2012 | Selection of consultant (will occur no sooner than this date). |
| 6. May 25, 2012 | Offer, negotiate and execute a contract with selected consultant |
| 7. June – Sept 2012 | Perform beach relocation study |

III. RELATED WORK BY OTHERS

1. At the Consultants request, the County will provide aerial topographic base mapping (1' contours) for initial planning purposes in DXF or AutoCAD format.
2. The County will furnish all available utility drawings of County owned and maintained utilities within the areas. The Consultant will be responsible for contacting other utilities and municipalities for utility information. The Consultant shall place all the utilities on the topographic mapping.

IV. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal

Form (see Attachment 3) and be prepared in the following format:

A. Cover: Include project number and name, project location, consultant's name, address, telephone number, FAX number, email address, proposal date, etc.

B. Table of Contents: Include an identification of the material by section and page number.

C. Letter of Transmittal: The name and description of the organization submitting the proposal briefly stating the proposers understanding of the service to be provided.

D. Organization's Experience: Include a list of similar projects that the organization has participated on in the past ten (10) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.

E. Project Organization and Staff Experience: Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal In Charge of this project along with their Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and qualifications.

F. Sub-Consultants: Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state there related past experience in the field.

G. Project Approach: Provide a description of the design philosophy, the architectural and engineering problems you anticipate in this project and how you propose to overcome them.

H. Scheduling: Provide a bar chart form schedule indicating a sequence, timetable, and relationship of tasks which are necessary to complete the project. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the consultant cannot meet the proposed schedule.

I. Constant Effort: Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by task to complete the project as described in this RFP.

J. DBE Requirements: Disadvantaged Business Enterprise (DBE) instructions and forms can be found in the Consultant Agreement. The project goal is 10% DBE involvement. The proposal

must include the names and fee percentages of Milwaukee County certified DBE firms that the proposer intends to use on form DBD 14PS. All proposed DBE firms must be Milwaukee County certified at the time that the proposal is submitted. If consultant does not propose to meet the 10% goal, the Certificate of Good Faith Effort must be included or the proposal may be considered unresponsive.

For more information on the DBE program, call Mr. Mark Phillips of the Community Business Development Partners at 414-278-5104. **Proposals, which do not meet DBE requirements may be rejected.**

K. Quality Control: Submit a contract document quality control plan, Quality control is to be performed by individuals not assigned to the project on an ongoing basis.

L. Fee Proposal: The fee for this project shall be clearly stated as a lump sum total for basic services.

V. PROPOSAL EVALUATION

See section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

VI. GENERAL REQUIREMENTS

The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.

The successful consultant must be an Equal Opportunity Employer

The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.

All costs for preparing a proposal, attending selection interviews if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.

South Shore Beach Relocation Study
P190-12603
Page 7 of 14

Please return six (6) copies of your proposal no later than 12:00 P.M. on Friday, April 13, 2012, to Karl Stave, Project Manager, City Campus, 2711 W. Wells Street, Milwaukee, Wisconsin, 53208; Telephone (414) 278-4863; FAX (414) 223-1366; email karl.stave@milwcnty.com.

Please direct any questions regarding this RFP to me at the above contact information.

Sincerely,



Karl Stave, P.E.
Project Manager

Attachments:

- 1) Project Vicinity Map (1 page)
- 2) Proposal Preparation, Submission and Evaluation Guidelines (5 pages)
- 3) Consultants Proposal (1 page)

cc: Supervisor M. Dimitrijevic
S. Black, Parks
J. Keegan, Parks
G. Smith, Parks
G. High, AE&ES
M. Phillips, CBDP

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ATTACHMENT 1 PROJECT LOCATION MAP



ATTACHMENT 2

PROPOSAL PREPARATION, SUBMISSION & EVALUATION

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

Proposals shall represent the best efforts of the offerors and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this section and other sections of this RFP.

III. Unnecessarily Elaborate Proposals

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Proposals

All proposal documents shall be retained by the County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Proposals

Offerors are expected to examine the Site, Statement of Work and all instructions and attachments in this RFP. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its proposal:

- A. Name of the offeror;
- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;
- C. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- D. Copies of any current license, registration or certification required in RFP;
- E. If the offeror is a partnership of joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

Each proposal must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the offeror and contractually bind the offeror, if other than the person signing the proposal.

IX. Price Schedule Submission

Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.

X. Certification and Representations

Offerors shall return with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a proposal the offeror guarantees that it will keep its initial offer open for at least 60 days.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Proposal Evaluation Criteria

Following a list of general criteria which will be used to evaluate the proposals:

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 35%
- d. Fee and hourly rates. Weight: 15%.

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Owner.

The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates
- Contract amount

Offeror shall provide the following information for every resume:

- Full name
- Title and areas of specialty
- Affiliation (that is, staff of offeror or subconsultant)
- Experience directly related to the proposed project
- Education/training
- Individual personnel hours and percentage of total project time which will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

TASK	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSE S	SUB TASK	TASK TOTAL
	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

TOTAL FEE

ATTACHMENT 3 CONSULTANT PROPOSAL

Page 1 of 1

MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: South Shore Beach Relocation Study
P190-12603**

CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed subconsultants)

A. "LUMP SUM" fee for beach relocation study: \$
(_____)

II. PRINCIPAL IN CHARGE

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 10% will be required.

Firm Name

Authorized Signature

Title

Date